

ADULT FOSTER CARE LICENSING ADVISORY COUNCIL
MEETING MINUTES

February 15, 2007

Members Present

Andrew Farmer, Ellen Sugrue Hyman, Sandra Kilde, Phillip Lancaster, Linda Lawther, Patricia McKinnon, Michelle Mull, Kathleen Murphy, Lauren Swanson,

Members Absent

Cynthia Farrell,

Absent Members Represented

David Verseput represented by Jon Ferguson

Public Attendee

None

Adult Foster Care/Home for the Aged Licensing Staff

Deborah Wood, Division Director
Tom McWhorter, Program Specialist
Marva Chambers, AFC Secretary

Kathleen Murphy, Chairperson called the meeting to order.

Deborah Wood introduced and welcomed Andy Farmer, Linda Lawther and Lauren Swanson. Andy was appointed to the Council to represent AARP, Linda was appointed to the Council to represent Michigan Center for Assisted Living and Lauren was appointed to the Council to represent DCH, Office of Services to the Aging.

Approval of Minutes – October 19, 2006

Motion was made by Sandra Kilde and seconded by Phil Lancaster to accept the October 19, 2006 minutes as prepared.

Approval of Agenda

Approved as prepared

Review Council Roster - Deborah Wood

Council members were requested to update their information on the member roster. A member roster containing expiration dates will be forwarded with draft minutes to Council members.

Review Bylaws

The Council Bylaws were reviewed. In accordance with the suggested amendment to remove "secretary" from rule 3 at the October 19, 2006 Council meeting, the amendment will be made for rule 3 to read as follows:

The Council, by majority voice vote or ballot, shall elect a Chairperson and Vice-Chairperson each February or the next regular meeting following February if no meeting is held in February and each officer's term shall begin on the date of election and end when duly replaced by a regularly conducted election. The Chairperson shall preside over all meetings and in his/her absence the Vice-Chairperson shall preside. An elected officer may be removed from office by a vote of 2/3 of the Council members, providing a member of the Council gives the intent of such action at a preceding meeting.

The Council discussed language in the Bylaws to include committee structure. A motion was made by Andy Farmer and seconded by Sandra Kilde to form a committee to draft language to add to the Bylaws whereby allowing subcommittees to be created as needed making the subcommittee a recognized part of the Council. The language would include that the Council has control over who is on the subcommittee and who heads the subcommittee.

Andy Farmer, Linda Lawther and Phil Lancaster will prepare draft language for the Council's review. Sample language was provided to the Council previously forwarded from Sally Steiner.

In accordance with the Bylaws to elect a Chairperson and Vice Chairperson each February, Sandra Kilde made a motion, seconded by Andy Farmer to elect Kathleen Murphy Chairperson and Phil Lancaster, Vice Chairperson. All were in favor, motion passed.

Division/Bureau Updates - Deborah Wood

Deborah provided an update on the implementation of the background check legislation:

- Per background check legislation, employees hired prior to April 1, 2006 (estimated at 120,000) must be fingerprinted by April 2008.

Michigan State Police computer systems cannot handle this number all at one time, so the Departments developed with MSP a process to gradually complete all exempt employees' fingerprinting by April 2008.

At least TWO weeks before fingerprinting, each employee's identifying information must be entered into the Background Check website. (*The data must be transmitted and uploaded by Identix before they can take an employee's fingerprints.*) A tool for collecting the information [Exempt Employee Data Form] can be found at:

<http://www.miltcpartnership.com/MainSite/W1.aspx>. Identix will directly call each licensee to schedule fingerprint appointments and will assure at that time that all employees' identifying information has been entered on the system.

- Deborah provided the Council with a Michigan map that shows the months and counties when Identix will be conducting fingerprinting for exempt employees. The map and information regarding employees' information being entered into the Background Check System was emailed to licensees registered on the Background Check System. This information is also posted on the LTC Workforce Background Check Website and will be posted on DHS website.
- Kathleen suggested this link be sent to trade association so they can help get the information out. Tom McWhorter will follow up with this.

Kathleen said to have an effective campaign we have to pinpoint why the licensee needs to have fingerprinting done now. Deborah agreed that if they delay registering, they may not be able to get their fingerprinting completed prior to the 4/1/2008 deadline.

Deborah gave an update on recent additions to the DHS-OCAL website:

- In an effort to keep the public better informed, AFC Licensing Advisory Council information is now available on the AFC/HFA Division public website (www.michigan.gov/dhs). It is located in the "Overview" box, listed as the "AFC Licensing Advisory Council" which when clicked contains the Statutory requirements for the Council, the 2007 meeting schedule, Council Bylaws, and approved minutes.

- AFC/HFA Public Feedback email address has been added to the website under "Contact Us." When this is selected, it creates an email that can be sent to Tom McWhorter who will respond to those received. In the future, questions and answers will also be added to the site.
- Two new resource links were added: Norovirus Help, giving guidelines for environmental cleaning and control measures, and an article entitled "Safety Without Restraints."

Staffing Update:

Deborah announced that the Division received approval to hire two new adult foster care consultants, which in addition to other Division positions approved, completes the number of full time employees allowed by the OCAL budget. The two new AFC consultant positions will be located in the Detroit and Grand Rapids OCAL offices. Coverage areas will be reviewed and shifted to equalize staffs' workload.

Statistical Update:

Deborah provided handouts of the Division's activity statistics for 10/1/06 - 1/31/07 for review. The statistics show the number of facilities and capacities continue to increase; more new licensees issued than closed.

Deborah provided disciplinary action reports for October, November, December 2006 and January 2007. Rules cited as the basis for the actions are shown in the report. Most are still in litigation so Deborah could not discuss any particular actions.

Member Comments

Andy Farmer informed the Council that the MI Choice Waiver agreement with the Centers for Medicaid and Medicare Services is due to expire. The Medical Services Administration and the Office of Long-Term Care supports and Services are holding forums of interested groups to improve the MI Choice waiver program and address the waiver renewal process. The first forum will be held Friday, February 23, 2007.

Ellen Sugrue-Hyman requested a copy of the Division's policy on the investigation of unlicensed facilities. Marva will be providing a hard-copy to those new Council members who did not receive the policy 2 years ago when it was reviewed by the Advisory Council..

Legislation Passed

Tom McWhorter provided information on Legislation passed in 2006 that pertains directly to AFC's and HFA's. (PA 38, PA 110, PA 481 and PA 575). Because the Council was running overtime, the Council was asked to review the information and contact Tom if they had questions or needed additional information regarding any passed legislation.

Public Comment

None

Adjournment

Kathleen thanked the Council for the commitment and participation. The meeting closed at 3:45 p.m.

NEXT MEETING:

May 17, 2007, 1:00 - 2:30 p.m., 7109 W. Saginaw, Conference Room 2-1